Adobe and E-Orders Compatibility - Middle District of Georgia Bankruptcy - March 11, 2009
NOTE: Assumes use of a Windows PC to generate proposed orders.

If using Microsoft Word and Adobe "Convert to PDF", configure Adobe PDF by doing the following:
1.   In Adobe, select Edit, then Preferences (or press CTRL+K)
2.   Select "Convert to PDF" in the left pane under "Categories"
3.   Select "Microsoft Office Word" under "Converting to PDF"
4.   Left click the "Edit Settings" button
5.   Left click on the down arrow to the right of "Adobe PDF Settings"
6.   Select "PDF/A-1b:2005 (RGB)"
7.   Left click OK
8.   Left click OK again

If using WordPerfect Publish to PDF, make sure Compatibility is set to Acrobat 5.0 as shown here:
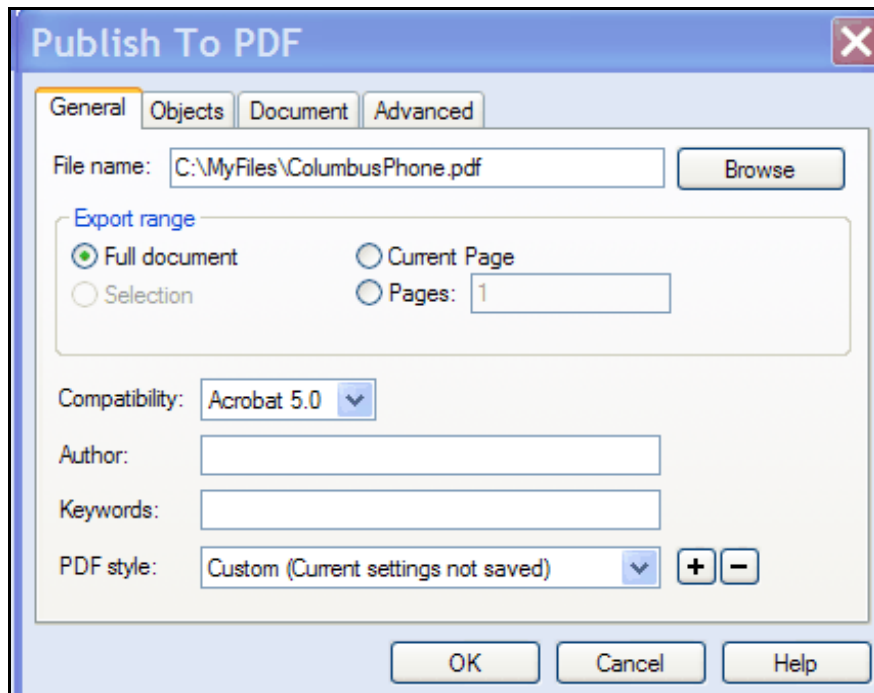
If using Adobe and printing to PDF (this could be used with many different applications and word processors):
1.   Open Adobe PDF printer properties
        a. Left click Start
        b. Left click Control Panel
        c. Left click Printers and Faxes
        d. Right click the Adobe printer (probably named "Adobe PDF" or similar)
        e. Left click Properties
2.   Select Printing Preferences
3.   Set Default Settings to "PDF/A-1b:2005 (RGB)"
4.   Left click OK
5.   Left click OK again

If using Adobe Acrobat Distiller:
1.   Select Settings
2.   Select Edit Adobe PDF Settings
3.   Verify Compatibility is "Acrobat 5.0 (PDF 1.4)" - if not, set it and save the changes.

If scanning or using software not listed above:
Unfortunately, there are so many scanners and scanning applications that we are unable to test and document procedures for them. You should be able to check the settings for printing an image or saving an image to a file that roughly correspond to the some of the settings above. If not, please call our help desk and we'll be glad to try and help.